

# Administrative Review Report

Wautoma Area School District

## Review Schedule:

| Schedule Type            | Start Date | End Date   |
|--------------------------|------------|------------|
| Off-Site Review          | 11/12/2019 | 12/12/2019 |
| On-Site Review           | 12/11/2019 | 12/12/2019 |
| Site Selection Worksheet | 11/11/2019 | 11/15/2019 |
| Entrance Conference      | 12/11/2019 | 12/11/2019 |
| Exit Conference          | 12/12/2019 | 12/12/2019 |

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Wautoma Area School District

## Findings and Corrective Action:

|                                  |  |  |
|----------------------------------|--|--|
| <b>Site Name</b>                 |  |  |
| <b>Form Name</b>                 | Certification and Benefit Issuance (124 - 142)           |  |
| <b>Corrective Action History</b> | <p>Flagged<br/>01/10/2020 10:28 AM</p>                   | <p>Finding: Referencing the document sent to households containing information regarding menus, free/reduced meals, and individual lunch accounts, there is a line that states "all families must fill out a new application every year." This is incorrect; it is the household's choice to complete an application, although to qualify for benefits, households do need to submit a new application annually.</p> <p>CA: Please submit a statement explaining when this statement will be removed.</p>  |
| <b>Site Name</b>                 |  |  |
| <b>Form Name</b>                 | Civil Rights (809 - 810)                                 |  |
| <b>Question #</b>                | 810  |  |
| <b>Corrective Action History</b> | <p>Flagged<br/>01/10/2020 10:47 AM</p>                   | <p>Finding : The Direct Certification household letter had a re-formatted non-discrimination statement and the local wellness policy was missing the statement.</p> <p>CA: Please submit a statement detailing when the non-discrimination statements will be fixed and added to their respective documents.</p>   |
| <b>Site Name</b>                 |  |  |
| <b>Form Name</b>                 | Reporting and Recordkeeping (1500 - 1501)                |  |
| <b>Question #</b>                | 1500   |  |
| <b>Corrective Action History</b> | <p>Flagged<br/>01/10/2020 10:49 AM</p>                   | <p>Finding: The on-site monitoring form has been completed for one of the breakfast sites, leaving one more needing to be completed in the 19-20 school year. Additionally, the incorrect on-site monitoring form has been used for the lunch monitoring.</p> <p>CA: Please submit a statement detailing with breakfast site will be reviewed this school year and attach the correct lunch monitoring form that will be used going forward.</p>   |
| <b>Site Name</b>                 |  |  |
| <b>Form Name</b>                 | Resource Management                                      |  |
| <b>Question #</b>                | 1  |  |
| <b>Corrective Action History</b> | <p>Flagged<br/>01/10/2020 10:32 AM</p>                   | <p>Finding: The food service account must maintain a non-profit status, but currently has an excess cash balance.</p> <p>CA: Please submit ideas the district is considering in order to spend the excess funds within the food service account.</p>   |
| <b>Site Name</b>                 | Riverview EI   |  |
| <b>Form Name</b>                 | Meal Components and Quantities - Review Period (409-412) |  |
| <b>Question #</b>                | 409  |  |
| <b>Corrective Action History</b> | <p>Flagged<br/>01/10/2020 10:18 AM</p>                   | <p>Finding 1: All the lunch recipes used during the week of review list the grade group as PK-12. The lunch meal patterns are divided as follows, K-5, 6-8, K-8, and 9-12. PK-12 is not a meal pattern.</p> <p>CA: Submit a statement indicating how a separate meal patterns will be listed on recipes going forward. Also be sure to list additional details for each of the ingredients listed on the recipes.</p> <p>Finding 2: Grain options offered at breakfast were not all whole grain rich. Any grain item on Exhibit A with a subscript 3 is only allowable at lunch. The Dick and Jane cookies offered at breakfast are only allowable at lunch and are not whole grain rich. Please be aware how often this product is offered, as the weekly dessert limit is 2 oz eq weekly. Offering student nutrient rich whole grain rich items daily is a best practice for growing students.</p> <p>CA: Please submit to the PHN a detailed plan of action regarding the non-whole grain rich cookies going forward.</p> |
| <b>Site Name</b>                 | Riverview EI   |  |

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| <b>Form Name</b>                 | Offer vs Serve (500-502)       |   |  |
| <b>Question #</b>                | 500                            |   |  |
| <b>Corrective Action History</b> | Flagged<br>01/10/2020 10:33 AM | Finding: On the day of observation staff was observed serving students the entre, and not offering. Students had to tell the server that the meat/meat alternate or the whole grain item was not wanted. Students were then offered each of the other items. Students do not serve themselves anything. The intent of OVS is to give children choices and some control over what they consume at lunch and to help reduce food waste.<br><br>CA: Conduct an OVS breakfast and lunch training with all food service staff. DPI webcasts or other training of your choosing may be used. Submit details regarding when and where the training was held, who attended, and how the training was conducted. |  |

## Technical Assistance Entries:

| TA Date    | TA Log # | Question # | TA Area               | Site | SFA Contact | Email | Phone | User Name |
|------------|----------|------------|-----------------------|------|-------------|-------|-------|-----------|
| 01/10/2020 | 1275     | 1          | Administrative Review | ALL  | FSD         |       |       |           |

## Resource Management

Non-program Foods Non-program foods are any foods sold excluding reimbursable meals. Examples include adult meals, a la carte foods, catered foods, and vending machines. Use the Non-program Food Revenue Tool annually, at a minimum, to determine if the proportion of non-program food revenue to total food service revenue is equal to or greater than the proportion of non-program food cost to total reimbursable meal food costs + non-program food cost. In an example, the cost for reimbursable

Excess Fund Balance While we commend you for running a successful and profitable program, Wautoma School District's food service fund does have an excess cash balance. As the food service fund must maintain a non-profit status, these fund must be spent down to benefit your current students. The district will receive a letter from the DPI SNT office in the spring requesting information on how the excess funds will be spent down. Below are options for spending down this cash balance: o P

Unpaid Meals As of July 1, 2017, all schools are required to have an unpaid meal charge policy in place that is sent to households. This policy must be sent to all households at the beginning of each school year. The details of this policy are at the school's discretion. There may be different policies for different grade levels. Please refer to the Unpaid Meal Charges In A Nutshell for more details.

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| 01/10/2020 | 1274 |  | Administrative Review | ALL | FSD |  |  |  |
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## Transfer Students

Transfers When a child transfers to another school, the date of the transfer must be noted on the application and the point of service must be updated to include the new student's information. Schools are strongly encouraged to accept the former school's eligibility determination to ease the new student's transition and ensure there is no break in the student's meal access. The new school should retain written documentation of the eligibility determination made by the former school. An email

Verification The Standard Sampling method is only required if the previous school year's Verification results had a non-response rate of 20% or higher. This was not the case for Wautoma School District, but Standard Sampling was completed unnecessarily.

Counting and Claiming Edit checks are produced by Infinite Campus (IC). The counting and claiming procedures produce accurate counts; the reviewer is confident in the system. However, the edit checks produced by IC do not demonstrate consideration of the attendance factor. Please see the edit check on the Claiming webpage and consider either utilizing this form or incorporating the attendance calculation at the end of the worksheet in addition to the IC edit checks each month.

Direct Certification (DC) The eligibility date for any child found on DC must be the date of the DC run, not the first day of school.

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| 12/12/2019 | 1158 | 1700 | Administrative Review | Riverview EI | FSD |  |  |  |
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## Afterschool Snacks Program

Currently, the ASP menu consists of a milk and a choice of two different grain components. Consider offering a larger variety of snacks, such as juice, fruit, or vegetables.

Afterschool Snack Program (ASP) requires separate on-site monitoring forms (find this program-specific form on the ASP webpage) to be completed outside of breakfast and lunch. These forms must be completed twice per year. The first on-site monitoring observation must take place within the first four weeks of the program's start date.

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| 12/12/2019 | 1154 | 900 | Administrative Review | ALL | FSD |  |  |  |
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## On-site Monitoring

The National School Lunch Program (NSLP) form must be completed annually (by February 1) for all sites operating NSLP. The School Breakfast Program (SBP) form must be completed annually (by February 1) for 50% of sites operating SBP. Each school operating the SBP must be reviewed once every two years. Reference the On-site Monitoring webpage for more information and resources ([dpi.wi.gov/school-nutrition/program-requirements/on-site-monitoring](http://dpi.wi.gov/school-nutrition/program-requirements/on-site-monitoring)).

On-site monitoring forms are site and program specific (i.e. NSLP, SBP, ASP). Therefore, SFAs with more than one meal service location will need to complete a form for each meal service location per program per school year. If a school building has two meal service locations, a minimum of one of those locations must be monitored. On-site monitoring forms are not submitted to DPI, but instead maintained at the SFA..

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| 12/12/2019 | 1151 | 1007 | Administrative Review | ALL | FSD |  |  |  |
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| <b>Local Wellness Policy</b>   |      |     |                       |              |     |  |  |
| The first triennial assessment must be completed by all schools no later than June 30, 2020. Below are assessment tools schools may use to fulfill the triennial assessment requirements: o LWP Report Card o WellSAT o Centers for Disease Control and Prevention   |      |     |                       |              |     |  |  |
| The LWP must contain all elements listed within the LWP checklist. More information and resources are on the LWP webpage ( <a href="http://dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy">dpi.wi.gov/school-nutrition/program-requirements/local-wellness-policy</a> ).   |      |     |                       |              |     |  |  |
| 12/12/2019   | 1148 | 810 | Administrative Review | ALL          | FSD |  |  |
| <b>Non-Discrimination Statement</b>  |      |     |                       |              |     |  |  |
| The statement cannot be reformatted (spacing, indentation, etc.) and the font size cannot be smaller than the smallest font within the document or webpage (this is to maintain readability).  |      |     |                       |              |     |  |  |
| The non-discrimination statement has two form: full-length and shortened. This statement must be on every document or webpage regarding the USDA Child Nutrition Programs that is publically available (e.g. unpaid meal charge policy, meal eligibility household letters, local wellness policy, etc.). The statement does not need to be on internal school documents.  |      |     |                       |              |     |  |  |
| 12/11/2019   | 1145 | 136 | Administrative Review | ALL          | FSD |  |  |
| <b>Civil Rights</b>  |      |     |                       |              |     |  |  |
| Annually, all personnel with responsibilities related to the USDA Child Nutrition Programs must complete the one-hour civil rights training. Commonly missed, the Hearing Official (listed on the online contract) is one of these individuals.  |      |     |                       |              |     |  |  |
| Overt identification needs to be avoided at the point of service. Currently, the prices are on the screen and students have the ability to lean over and see the screen. At Riverview Elementary, the staff were very willing to add a blinder to the side of the screen so student would no longer be able to see the screen. Staff are aware of the importance.  |      |     |                       |              |     |  |  |
| 12/11/2019   | 1273 | 409 | Administrative Review | Riverview EI | FSD |  |  |
| <b>Production Records</b>  |      |     |                       |              |     |  |  |
| Current production records are fully completed and were discussed with the FSD, The SA shared the DPI SNT PHN created production records to free up time for the kitchen staff daily. Updating technology used will help the FSD going forward with record keeping.  |      |     |                       |              |     |  |  |
| 12/05/2019   | 1098 | 200 | Administrative Review | ALL          | DO  |  |  |
| <b>Free and Reduced Meal Applications</b>  |      |     |                       |              |     |  |  |
| Error-prone applications are those where the total household income is \$100 (monthly) above or below the income eligibility threshold for the household number (reference the Income Eligibility Guidelines). For annual income, it is \$1,200 above or below the threshold.  |      |     |                       |              |     |  |  |
| There are three Verification methods. The Standard Sampling method is only required if the Verification non-response rate in the previous school year was at or above 20%. The SFA will receive a letter from DPI notifying them of this requirement.  |      |     |                       |              |     |  |  |
| Households with children who are denied benefits must receive prompt, written notification of their denial. The notification may be provided by mail or e-mail to the adult household member who signed the application. Posting the denial on the "notification" page of an online system does not meet this requirement. Likewise, informing the household of denial via telephone does not meet this requirement. |      |     |                       |              |     |  |  |
| SFAs must ensure there are liaisons for homeless, migrant, runaway, and foster students. These students are categorically eligible for free meals and without proper notification from the liaison to food service, the student may not be receiving this meal benefit.  |      |     |                       |              |     |  |  |